

## COMMISSION ON TEACHER CREDENTIALING

1812 9TH STREET  
SACRAMENTO, CA 95814-7000

OFFICE OF THE EXECUTIVE SECRETARY

February 7, 1989

88-8913

TO: All Individuals and Groups Interested in the Activities of  
the Commission on Teacher Credentialing

FROM: *Richard Mastain*  
Richard K. Mastain, Ed.D.  
Executive Secretary

SUBJECT: Filing Dates, Applications, and Fee Changes

During the last several months we have found ourselves rejecting an inordinate number of applications because the amount of the fee submitted was incorrect. We reread our coded correspondence, checked the Education Code and Title 5 Regulations, and it appears that there is a misunderstanding by a few counties, districts and colleges about the relationship between the filing date of the application and the fee required.

*The Filing Date:*

A school district, county office of education, local education agency, or institution of higher education records the date a complete application is submitted to them by writing a filing date on that application. The application must be submitted to the Commission within six months for the filing date to be valid. After six months, the date the Commission receives the application takes precedence over the filing date. Refer to Title 5 Sections 80436, 80439 and 80440, and Credential Handbook pages I-C-34 through 36a, for more complete information.

*The Application:*

A complete application includes the application form, the fee, the fingerprint cards and Character and Identification Clearance form (when applicable), and all of the supporting information that is needed to verify that the applicant is eligible for the credential, certificate, or permit. Refer to Title 5 Sections 80451, 80433 and 80484, and Credential Handbook pages I-C-8 through 9a.

### *The Fee:*

Coded Correspondence #87-8815, which announced the 7-1-88 application fee increase, stated that the Commission would honor the filing date of the application when determining what the fee should be. Since the filing date is only valid for six months, beginning 1-1-89 every application we receive should have the current fee: \$60 for most credentials, \$30 for Certificates of Clearance, duplicates, name changes, initial restricted Reading Specialist Credentials, and supplementary authorizations added to Standard Secondary Teaching Credentials per EC § 44258.7(a).

### *The Problem:*

Some of you who are responsible for filing applications and forwarding them to us have continued to submit applications, which were filed with you prior to 7-1-88, accompanied by the old fee. Our Cashiering Unit has returned those applications asking for the additional fee, and you have called to find out why and what can be done about it.

### *The Solution:*

Because there was a misunderstanding, we will accept the old fee for applications that were filed with you *prior* to 7-1-88, as long as we receive those applications on or before 3-1-89. Please remember that this does not change the rules for determining the date of issuance of a credential in Title 5 Section 80440.

### *Questions:*

If you have concerns about the fees for a specific individual because of special circumstances surrounding the case, please send them to Sarah Gómez, Director of Licensing, 1812-9th Street, Sacramento, CA 95814-7000.

### *Finally, Fingerprint Card Processing Fees:*

Coded Correspondence #87-8818, which announced the 9-1-89 increase in the Department of Justice (DOJ) fingerprint card processing fee, also stated that the Commission would honor the filing date of the application. DOJ raised its fee from \$16.50 to \$18.50 effective 7-1-88, but gave the Commission a two-month grace period because the announcement of the increase was so late. However, the prints had to be taken prior to 9-1-88 to be acceptable under the lower fee. If the prints were taken 9-1-88 or later, regardless of the filing date listed on the application, the DOJ fee is \$18.50. (The FBI fee continues to be \$14.)